



Louisiana Department of Public Safety  
Office of Motor Vehicles  
**Policy 15.00 Duplicate Titles**

**Section:** 4. Motor Vehicle Registration Requirements

**Effective Date:** 11/01/1996

**Revised Date:** 05/09/2017

**Authority:**

[R.S. 32:713](#)

To view Louisiana Statutes: <http://www.legis.state.la.us/>

**General:**

- A duplicate title can be issued when the original has been mutilated, lost, destroyed, or never received. Only the registered owner, the registered owner's agent, or lien holder can apply for a duplicate title.

**Requirements:**

- A completed vehicle application form (DPSMV 1799), including the duplicate title affidavit. In lieu of notarization, the application can be signed in front of an Office of Motor Vehicle employee (MVCA) or a Public Tag Agency employee. The applicant must present proper identification before signing and the MVCA or PTA employee must make notation on DPSMV 1799 indicating the type of identification presented as acknowledgement of the applicant's request for a duplicate title.
- Documentation granting a person, other than the registered owner or lien holder, the authority to sign the duplicate title affidavit, if applicable; OR
- In lieu of the registered owner signing the application, only the following entities can sign the application:
  - A person holding the original power of attorney/mandate or a certified true copy of the original may execute the application for a duplicate title.
  - A curator or curatrix for an interdicted owner (a person above the age of majority who is declared by the court to be incapable of taking care of his own affairs) may sign the application for a duplicate title, provided a copy of the current court order is also submitted.
  - A trustee for the bankruptcy court may sign the application for a duplicate title provided a copy of the referee's order appointing him as trustee is submitted.
  - A representative for a company/corporation may sign the application for a duplicate title provided his position with the company/ corporation is shown on the application.
  - The recorded lien holder may request a duplicate title without the registered owner's signature if the lien is to remain on the title. A completed vehicle application form (DPSMV 1799), including the Affidavit of Non-Possession of Title by Lien Holder, is required.
- Proof of lien satisfaction, if applicable.

- **Note:** Witness acknowledgment before a notary will be acceptable only if the witness has signed the vehicle application form (DPSMV 1799) indicating the owner or lien holder's signature was witnessed on the appropriate section of the form.
- **Lien Holders** - When there is a unsatisfied lien indicated on the record, the Affidavit of Non- Possession must be completed by the lien holder and notarized. The duplicate title will be mailed to the lien holder.
  - If a lien holder's address has changed, the lien holder must submit a request on letterhead stationery or a UCC3 form requesting the address change.
  - A lien holder's name cannot be changed (as in the case of a buy out) when processing a duplicate title.
  - If the lien indicated on the record has been satisfied, either the original note stamped paid or a satisfaction of lien executed by the lien holder must be submitted. It may be submitted on company letterhead with the name, address, and telephone number of the lien holder. If the telephone number is not on the letterhead, but is attainable, the file should not be rejected for that reason. In lieu of a lien satisfaction on letterhead, a notarized affidavit of satisfaction of lien signed by a representative of the lien holder will be acceptable. Either document must show a complete description of the vehicle including the make, model year, and vehicle identification number. The representative of the lien holder must list their position on the application.

**Miscellaneous:**

- A duplicate title may be mailed to an address other than the registered owner's address if the owner submits a notarized statement or marks the block located on the vehicle application form (DPSMV 1799) authorizing the mailing.
- A duplicate title cannot be issued in a deceased owner's name.

**Related Policies:**

- Section 4, Policy 2.03 [Completion Of Vehicle Application](#)
- Section 4, Policy 4.01 [Power Of Attorney Mandate](#)
- Section 4, Policy 8.02 [Good Faith Possession Of A Vehicle](#)
- Section 4, Policy 18.00 [Successions Judgements Of Possession](#)
- Section 4, Policy 18.01 [Small Successions](#)
- Section 4, Policy 18.02 [Affidavit Of Heirship](#)
- Section 4, Policy 18.03 [Loss Of Properly Assigned Title After Death Of Titled](#)
- Section 4, Policy 35.00 [Recording Liens On Vehicles](#)
- Section 4, Policy 35.01 [Acceptable Proof Of Lien Cancellation Prescription](#)
- Section 4, Policy 35.02 [Lien Termination Statements](#)